

.

From: DiNatale, Margaret (DPH)
Sent: Thursday, July 19, 2007 4:19 PM
To: Smole, Sandra (DPH); Han, Linda (DPH); Nassif, Julianne (DPH); Nawn, Kathleen (DPH)
Cc: Caloggero, Dina (DPH); DiNatale, Margaret (DPH); Tisei, Nancy (DPH)
Subject: Record Review Schedule
Attachments: 2007 ReviewSchedule.doc

Hi,

As requested, attached is a copy of the current record review schedule. As we move forward in the transition, this schedule should be of assistance in ensuring that records are reviewed regularly. Some labs have chosen to move the dates for certain records (pipette cal, competency assessment) to times when their workload is lighter. These exceptions are noted on this master schedule.

This schedule QA is currently following when we request the monthly records.

If you have any questions, please contact me.

Thanks,

Peggy DiNatale